



State of Arizona  
Department of Education

Jaime A. Molera  
Superintendent of  
Public Instruction

September 12, 2001  
CN-18-02

**MEMORANDUM**

TO: Administrators of the National School Lunch Program

FROM: Lynne Dulin, Director - Student Services Division

SUBJECT: New Internet/Web Based System

As you may have heard, Student Services has launched an Internet/Web based system redesign project, aiming at improving the efficiency and accuracy of our services to districts and sponsoring organizations. A group of district representatives have been helping us to determine the principles for the new system.

This memo intends to convey the fundamentals of the new system. We will follow with monthly updates at the ADE web site that will also give you an opportunity to submit questions and suggestions.

As we approach implementation we intend to enlist the Regional Training Centers to provide training and support to districts and sponsoring organizations. The Regional Training Centers are ADE field units that provide technical training and user support for ADE systems. We will also provide updates at conferences like AASBO and ASFSA.

**Features Of The New Child Nutrition System**

The system will operate the National School Lunch/Breakfast, Summer Food Service, Child and Adult Care Food and Food Distribution (Commodities) programs.

For the National School Lunch Program the system will provide the following features:

- Web Based - Data submission by sponsors and reporting back from Student Services to sponsors will be done on the ADE web site.

- Site Based - The system will receive, maintain and report data at a site level with roll-up to district level:
  - Annual Renewal/Enrollment – There will be some modifications to the current site based enrollment, to align with the design of the new system.
  - Claims – Meal counts will be submitted at a site level but not necessarily submitted by the site.  
Three submission options will be provided:
    - Single web screen for entering data for an individual school site. A separate web screen would be used for each school site for data entry.
    - Single web screen for entering data for multiple individual school sites (Under Evaluation).
    - File upload from local system, such that the file contains individual data records for individual school sites.
  - Annual Financial Report – District will submit, via file upload, school level AFR to support Severe Need Breakfast calculation at a school level. A Web input form will also be available for submitting expenditures.  
Formulas for indirect cost allocation and a standard file format will be published.
- District Control – Every District has full discretion to allow or disallow individual school sites to submit claims directly to the Student Services system and to select the claim submission option that best fit its circumstances.
- Consolidated Payment – The new system will roll up all site level reimbursements to a district level payment and transfer payments electronically to State Treasurer for processing.

### **Time Table of the New System Components**

The National School Lunch/Breakfast Programs targeted implementation is spring of 2002 to become operational at the start of FY 02/03.

The Summer Food Service Programs targeted implementation timeline is summer of 2002.

The Child and Adult Care Food Programs targeted implementation date is July 2002.

Food Distribution has been slotted for January 2003.

#### **What Should District SFA Do Now**

- Review your meal counting and claiming to determine what claim submission option is most appropriate for the district.
- Verify and provide for capability to track food service direct costs at a site level.

If you have any questions, please contact Joe Mays via e-mail at <mailto:jmays@ade.az.gov>

Shortly, you will be invited to a demonstration of our new system to be held in the last week of October.